



Job Description

Title: Supply Chain and Logistics Manager

Reports to: Head of Production and Procurement

Responsible for: Logistics Administrator and HGV Drivers

Job Purpose: Manage the coordination of goods within the supply chain

Key Responsibilities and Accountabilities:

1. Supply Chain logistics
2. Management and Supervision
3. Health and Safety
4. General

1. Supply Chain logistics

- Carry out cost effective planning of loads and routes to meet delivery times and budgets
- Manage required transport resource including trolleys and plant stillages ensuring appropriate capacity is available
- Manage sub-contractors and ensure equal service levels and cost-effective use
- Work closely with all stakeholders including liaising with drivers and subcontractors to ensure appropriate knowledge is captured and shared
- Ensure you keep up to date with legislation and regulations governing driver's hours and liaise with our operator's license holder to ensure legal compliance and maximise vehicle use
- Be aware of all costs including ferry and tunnel costs and ensure the most appropriate routes are used
- Manage transport cost in relation to value per load and budgets
- Ensure innovative planning and vehicle use

- Work with the sales team to maintain service and also to ensure deliveries are made within budgets
- Maintain performance records for transport partners, work with logistical KPI's and report exceptions
- Audit diary to ensure loads maximised, best use of vehicles and drops planned in most effective method

2. Management and Supervision

- Ensure effective management and supervision of the logistics Administrator and HGV Drivers
- Carry out learning and development activities as required
- Implement policies and procedures of the company within the team such as performance management.

3. Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.

4. General

- Participate in other duties as and when required
- Conduct yourself in a professional and courteous manner at all times
- Comply with all policies and procedures within the company
- Carry out all duties with regard to and ensuring equal opportunity
- Work with all employees within the company in the fulfilment of our aims

This job description is a general guide to the duties you will be expected to carry out. Flexibility is required to ensure that the needs of the business are met.